

MAIL TO:

STATE OF UTAH
 DIVISION OF PURCHASING
 3150 STATE OFFICE BUILDING, CAPITOL HILL
 P.O. BOX 141061
 SALT LAKE CITY, UTAH 84114-1061
 TELEPHONE (801) 538-3026
<http://www.purchasing.state.ut.us>

Invitation to BidSolicitation Number: **BV3047**Due Date: **12/31/02 at 2:00 P.M.**

Date Sent: December 11, 2002

Goods and services to be

UTAH HIGHWAY PATROL BADGES (3 KINDS)**Please complete**

Company Name		Federal Tax Identification Number	
Ordering Address	City	State	Zip Code
Remittance Address (if different from ordering address)	City	State	Zip Code
Type <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Proprietorship <input type="checkbox"/> Government	Company Contact Person		
Telephone Number (include area code)	Fax Number (include area code)		
Company's Internet Web Address	Email Address		
Discount Terms (for bid purposes, bid discounts less than 30 days will not be considered)	Days Required for Delivery After Receipt of Order (see attached for any required minimums)		
<p>The following documents are included in this solicitation: Solicitation forms, instructions and general provisions, and specifications. <u>Please review all documents carefully before completing.</u></p> <p>The undersigned certifies that the goods or services offered are produced, mined, grown, manufactured, or performed in Utah. Yes ____ No _____. If no, enter where produced, etc. _____</p>			
Offeror's Authorized Representative's Signature		Date	
Type or Print Name		Position or Title	

STATE OF UTAH
DIVISION OF PURCHASING

Invitation to Bid

Solicitation Number: **BV3047**

Due Date: **12/31/02**

Vendor Name:

NOTES TO BIDDERS:

THE PURPOSE OF THIS INVITATION TO BID IS TO SECURE A FIVE (5) YEAR AGENCY CONTRACT TO PROVIDE UTAH HIGHWAY PATROL BADGES.

ESTIMATED USAGE PER YEAR IS FOR BIDDING PURPOSES ONLY AND IS NOT A GUARANTEE TO PURCHASE ANY AMOUNT FROM THE CONTRACT THAT MAY RESULT FROM THIS ITB.

ORDERING PATTERN: BADGES WILL BE ORDERED ON AN "AS NEEDED BASIS" IN VARIOUS QUANTITIES.

BIDS WILL NOT BE ACCEPTED VIA EMAIL OR BY FAX.

BIDDER MUST SUBMIT A SAMPLE OF A SIMILAR BADGE(S) THEY HAVE PRODUCED (REQUIRED TO SHOW QUALITY OF BIDDER'S CRAFTSMANSHIP) AND A DRAFT OF ARTWORK FOR BADGES OUTLINED BELOW AS DESCRIBED BY THE ATTACHED SPECIFICATIONS AT THE TIME OF BID OPENING. FAILURE TO PROVIDE THESE ITEMS WITH YOUR BID MAY RESULT IN YOUR BID BEING REJECTED.

AGENCY HAS THE RIGHT TO AWARD CONTRACT BASED ON ACCEPTABLE SAMPLE.

ESTIMATED USAGE PER YEAR	ITEM #	QTY	UNIT	DESCRIPTION	UNIT PRICE TO INCLUDE FREIGHT
50	001	1	EA.	UHP SHIRT BADGE, PER THE ATTACHED SPECIFICATIONS	\$
25	002	1	EA	UHP FLAT BADGE W/ BADGE ID LEATHER HOLDER, PER THE ATTACHED SPECIFICATIONS	\$
25	003	1	EA	UHP HAT BADGE PER THE ATTACHED SPECIFICATIONS	\$

QUESTIONS ON SPECIFICATIONS CALL JOHN JONES AT (801) 957-8596 OR (801) 554-3711.

QUESTIONS ON PURCHASING PROCESS (NOT RELATED TO SPECIFICATIONS) CALL BRENDA VELDEVERE AT (801) 538-3142.

RX: 180 31000000078

Ship To:

PUBLIC SAFETY
UTAH HIGHWAY PATROL
4501 SOUTH 2700 WEST
SALT LAKE CITY UT 84119

INVITATION TO BID - INSTRUCTION AND GENERAL PROVISIONS

1. **BID PREPARATION:** (a) All prices and notations must be in ink or typewritten. (b) Price each item separately. Unit price shall be shown and a total price shall be entered for each item bid. (c) Unit price will govern, if there is an error in the extension. (d) Delivery time is critical and must be adhered to as bid. (e) Wherever in this document an item is defined by using a trade name of a manufacturer and/or model number, it is intended that the words, "or approved equal" apply. "Or approved equal" means any other brand that is equal in use, quality, economy and performance to the brand listed as determined by the Division of Purchasing & General Services (DIVISION). If the bidder lists a trade name and/or catalog number in the bid, the DIVISION will assume the item meets the specifications unless the bid clearly states it is an alternate, and describes specifically how it differs from the item specified. **MULTIPLE OR ALTERNATE BIDS WILL NOT BE ACCEPTED UNLESS SO STATED IN THE SPECIFICATIONS.** (f) By signing the bid the bidder certifies that all of the information provided is accurate, and that prices bid are correct. (g) This bid may not be withdrawn for a period of 60 days from bid due date.

2. **SUBMITTING THE BID:** (a) The bid must be signed in ink, sealed in a properly-addressed envelope, and either mailed or delivered to the DIVISION OF PURCHASING, 3150 State Office Building, Capitol Hill, Salt Lake City, UT 84114-1061 by the "Due Date and Time." **The "Bid Number" and "Due Date" must appear on the outside of the envelope.** (b) Bids, modifications, or corrections received after the closing time on the "Due Date" will be considered late and handled in accordance with the Utah Procurement Rules, section R33-3-109. (c) **Your bid will be considered only if it is submitted on the forms provided by the state. Facsimile transmission of bids to DIVISION will not be considered.** (d) All prices quoted must be both F.O.B. Origin per paragraph 1.(c) and F.O.B. Destination. Additional charges including but not limited to delivery, drayage, express, parcel post, packing, cartage, insurance, license fees, permits, costs of bonds, or for any other purpose must be included in the bid for consideration and approval by the DIVISION. Upon award of the contract, the shipping terms will be F.O.B. Destination, Freight Prepaid with freight charges to be added to the invoice unless otherwise specified by the DIVISION. (e) All State purchases are subject to the Utah Procurement Code, Title 63, Chapter 56 Utah Code Annotated 1953, as amended, and the Procurement Rules as adopted by the Utah State Procurement Policy Board (Utah Administrative Code Section R33).

3. **FAILURE TO BID:** Failure to respond may result in the removal of your firm from the bidder's list for the commodity(s) listed, unless you advise DIVISION in writing prior to due date that you desire to receive future invitations to bid on this commodity(s). **Three consecutive no responses will automatically result in removal.**

4. **PROPRIETARY INFORMATION:** Suppliers are required to mark any specific information contained in their bid which is not to be disclosed to the public or used for purposes other than the evaluation of the bid. Each request for nondisclosure must be accompanied by a specific justification explaining why the information is to be protected. Pricing and service elements of any bid will not to be considered proprietary. Bids submitted may to be reviewed and evaluated by any persons at the discretion of the state.

5. **BONDS:** The state has the right to require a bid bond, payment bond and/or a faithful performance bond from the bidder in an amount not to exceed the amount of the contract.

6. **SAMPLES:** Samples of item(s) specified in this bid, when required by DIVISION, must to be furnished free of charge to DIVISION. Any item not destroyed by tests may, upon request made at the time the sample is furnished, to be returned at the bidder's expense.

7. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah applies to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.

8. **DIVISION APPROVAL:** Purchase orders placed, or contracts written, with the state of Utah, as a result of this bid, will not to be legally binding without the written approval of the director of the DIVISION.

9. **AWARD OF CONTRACT:** (a) the contract will to be awarded with reasonable promptness, by written notice, to the lowest responsible bidder that meets the specifications. Consideration will to be given to the quality of the product(s) to be supplied, conformity to the specifications, the purpose for which required, delivery time required, discount terms and other criteria set forth in this invitation to bid. (b) The bids are opened publicly in the presence of one or more witnesses. the name of each bidder, and the amount of the bid is recorded. Each bid, and the record, is open to public inspection. (c) The DIVISION may accept any item or group of items, or overall low bid. the DIVISION has the right to cancel this invitation to bid at any time prior to the award of contract. (d) The DIVISION can reject any and all bids. And it can waive any informality, or technicality in any bid received, if the DIVISION believes it would serve the best interest of the State. (e) Before, or after, the award of a contract the DIVISION has the right to inspect the bidder's premises and all business records to determine the holder's ability to meet contract requirements. (f) DIVISION does not guarantee to make any purchase under awarded contract(s). Estimated quantities are for bidding purposes only, and not to be interpreted as a guarantee to purchase any amount. (g) Utah has a reciprocal preference law which will to be applied against bidders bidding products or services produced in states which discriminate against Utah products. For details see Section 63-56 20.5 -20.6, Utah Code Annotated.

10. **ANTI-DISCRIMINATION ACT:** The bidder agrees to abide by the

provisions of the Utah Anti-discrimination Act, Title 34 Chapter 35, U.C.A. 1953, as amended, and Title VI and Title VII of the Civil Rights Act of 1964 (42 USC 2000e), which prohibit discrimination against any employee or applicant for employment, or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age, and Section 504 of the Rehabilitation Act of 1973 or the Americans with Disabilities Act of 1990, which prohibits discrimination on the basis of

disabilities. Also bidder agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the workplace. Vendor must include this provision in every subcontract or purchase order relating to purchases by the State of Utah to insure that the subcontractors and vendors are bound by this provision.

revision date: 2/14/2000

**Utah Highway Patrol
SHIRT BADGE Specifications
BV3047**

This badge design is based on the traditional "Star of David"; all lines must be symmetrical.

General Description

Base – Bottom Layer

1. Six-point star, approximately 66 mm diameter top point to bottom point, double domed.
2. Each star tip has a half-round integrated ball.
3. Each point of the star has an arrowhead with sunburst rays extending to each inner edge of point.
4. Outer edge of each star point has a serrated border.
5. Inner star point border is raised with a smooth surface.

Middle Layer

6. Center layer is a round disc banner, 38mm diameter.
7. Top portion of ring (centered top banner) to read: UTAH HIGHWAY PATROL
8. Bottom portion of ring (centered bottom banner) to read: RANK (TROOPER etc)
9. Lettering is 5mm high block style (no serifs), black hard-fired enamel. All lettering must be balanced, centered, and symmetrical.
10. Two five-point stars, approximately 4mm in size, to separate department name and rank. Stars to have sharp points, black hard-fired enamel.

Top Layer – Center Seal (Cap Piece)

11. Center seal to be the Utah Territorial Seal, no enamel, high relief, 25mm diameter.
12. Must be able to read "SEPT 9" and "UTAH" on seal.

Finish: Must be high quality finish, high polish, and bright gold mirror finish on front, sides, and back and free of all pits, scratches or any other manufacture flaws. Jewelry quality. Banners, attachments, and center seal must be applied with silver solder.

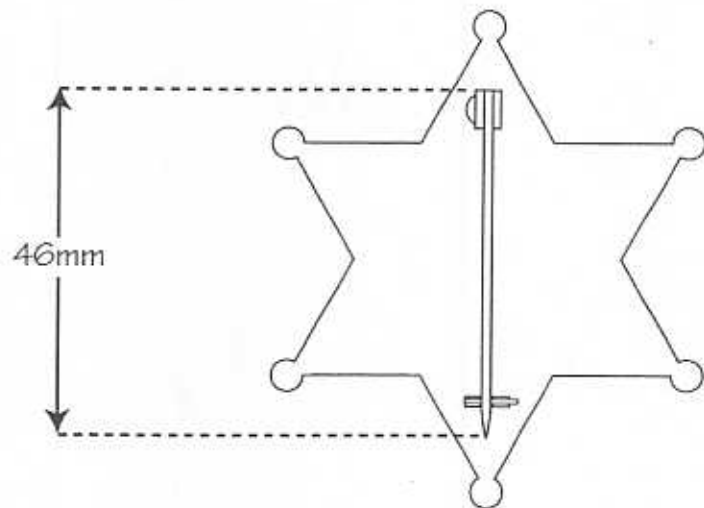
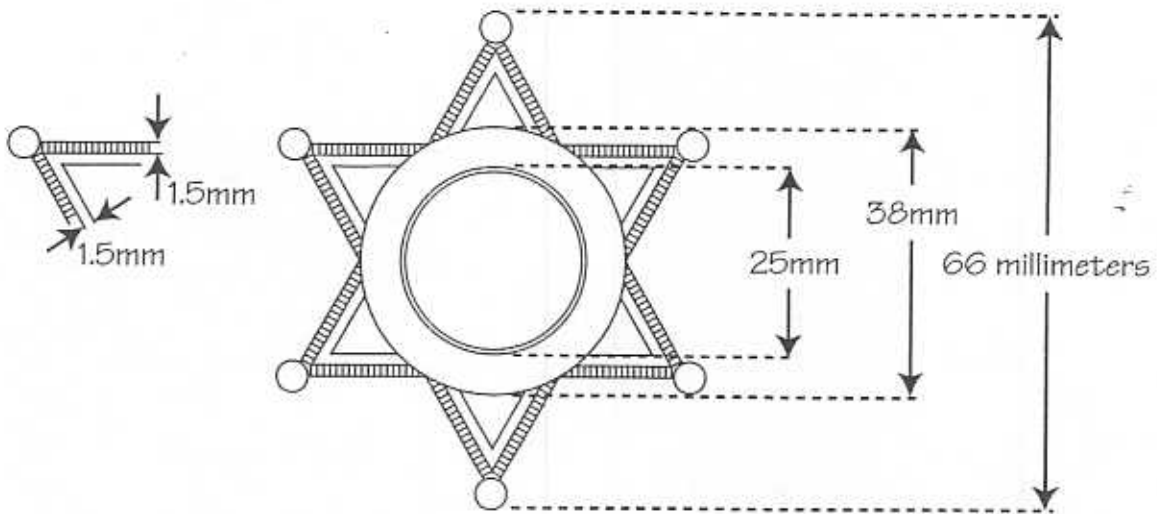
Back Side: Solid back, high quality finish, same as front. Uniform pin attachment with joint catch and spring stem. Stem is 46mm in length. No solder marks. Use Ballou to manufacture findings.

Dimension: Diameter of badge is 66mm, double domed uniform bend.

Material: Gold colored brass. No plating. High gloss and shine with clear lacquer. Jewelry quality.

Design: Six-point star. Traditional "Star of David" – all lines must be symmetrical.
A sample of your work, as well as artwork for our badge, will be
REQUIRED with your bid submission.

A PRE-PRODUCTION SAMPLE IS REQUIRED ONCE BID IS AWARDED.



UTAH HIGHWAY PATROL BADGE

The state seal is used in the center area of the UHP badge, flat badge and cap piece.

(Territorial Seal)

Cap piece = Top layer.



Utah Highway Patrol HAT BADGE Specifications

This badge design is based on the traditional "Star of David"; all lines must be symmetrical; addition of a ribbon across the top, and small rectangle box across the bottom badge. This is a two- piece badge, refer to art work attached.

General Description

Base – Bottom Layer

1. Six-point star, approximately 66 mm diameter top point to bottom point, double domed.
2. Each star tip has a half-round integrated ball.
3. Outer edge of each star point has a serrated border.
4. Inner star point border is raised with a smooth surface.
5. Top ribbon with the word UTAH and wreath connecting ribbon to top star point.
6. Bottom rectangle box with the words HIGHWAY PATROL and wreath connecting to the bottom left and right star point. The box appears over the bottom star point.
7. Center ring is a round disc banner, 38mm diameter.
8. Top portion of ring is blank.
9. Bottom portion of ring is blank.
10. Lettering is 5mm high block style (no serifs), black hard-fired enamel. All lettering must be balanced, centered and symmetrical.

Top Layer – Center Seal (Cap Piece)

1. Center seal to be the Utah Territorial Seal, no enamel, high relief, 25mm diameter.
2. Must be able to read "SEPT 9" and "UTAH" on seal.

Finish: Must be high quality finish, high polish, and bright gold mirror finish on front, sides, and back and free of all pits, scratches or any other manufacture flaws. Jewelry quality. Attachments, and center seal must be applied with silver solder. Backside must have an anchor screw post centered and a tack pin centered 3/8" from the top of badge.

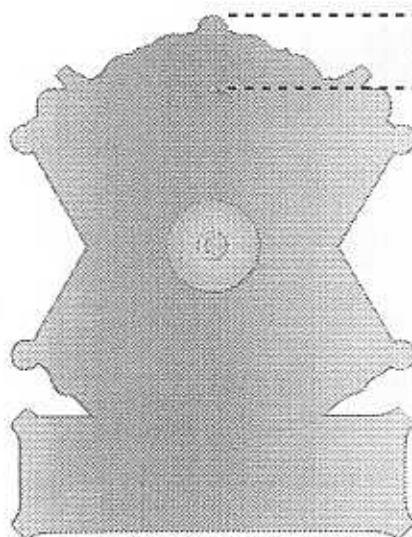
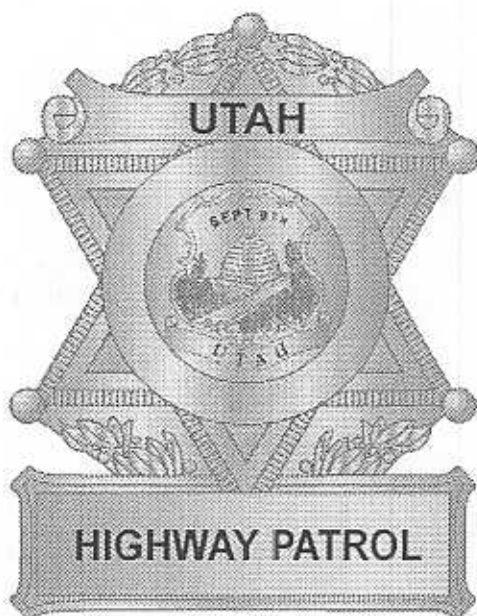
Dimension: Hat badge is a single domed uniform bend to be worn on the campaign hat.

Material: Gold colored brass. No plating. High gloss and shine with clear lacquer. Jewelry quality.

Design: Six-point star. Traditional "Star of David" – all lines must be symmetrical. A sample of your work, as well as artwork for our badge, will be REQUIRED with your bid submission.

A PRE-PRODUCTION SAMPLE IS REQUIRED ONCE BID IS AWARDED.

Hat Badge

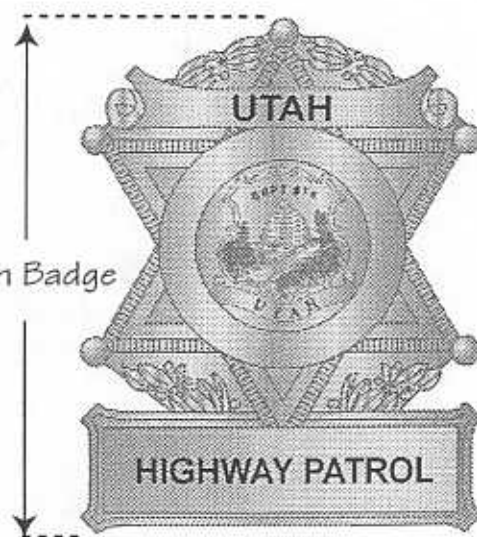


3/8 inch



3/8 inch
length of
attachments

2 3/4 inch Badge



Utah Highway Patrol FLAT BADGE Specifications

This badge design is based on the traditional "Star of David"; all lines must be symmetrical.

General Description

Base – Bottom Layer

1. Six-point star, approximately 66 mm diameter top point to bottom point, double domed.
2. Each star tip has a half-round integrated ball.
3. Each point of the star has an arrowhead with sunburst rays extending to each inner edge of point.
4. Outer edge of each star point has a serrated border.
5. Inner star point border is raised with a smooth surface.

Middle Layer

1. Center layer is a round disc banner, 38mm diameter.
2. Top portion of ring (centered top banner) to read: UTAH HIGHWAY PATROL
3. Bottom portion of ring (centered bottom banner) to read: RANK (TROOPER, SERGEANT, LIEUTENANT, etc.)
4. Lettering is 5mm high block style (no serifs), black hard-fired enamel. All lettering must be balanced, centered, and symmetrical.
5. Two five-point stars, approximately 4mm in size, to separate department name and rank. Stars to have sharp points, black hard-fired enamel.

Top Layer – Center Seal (CAP PIECE)

1. Center seal to be the Utah Territorial Seal, no enamel, high relief, 25mm diameter.
2. Must be able to read "SEPT 9" and "UTAH" on seal.

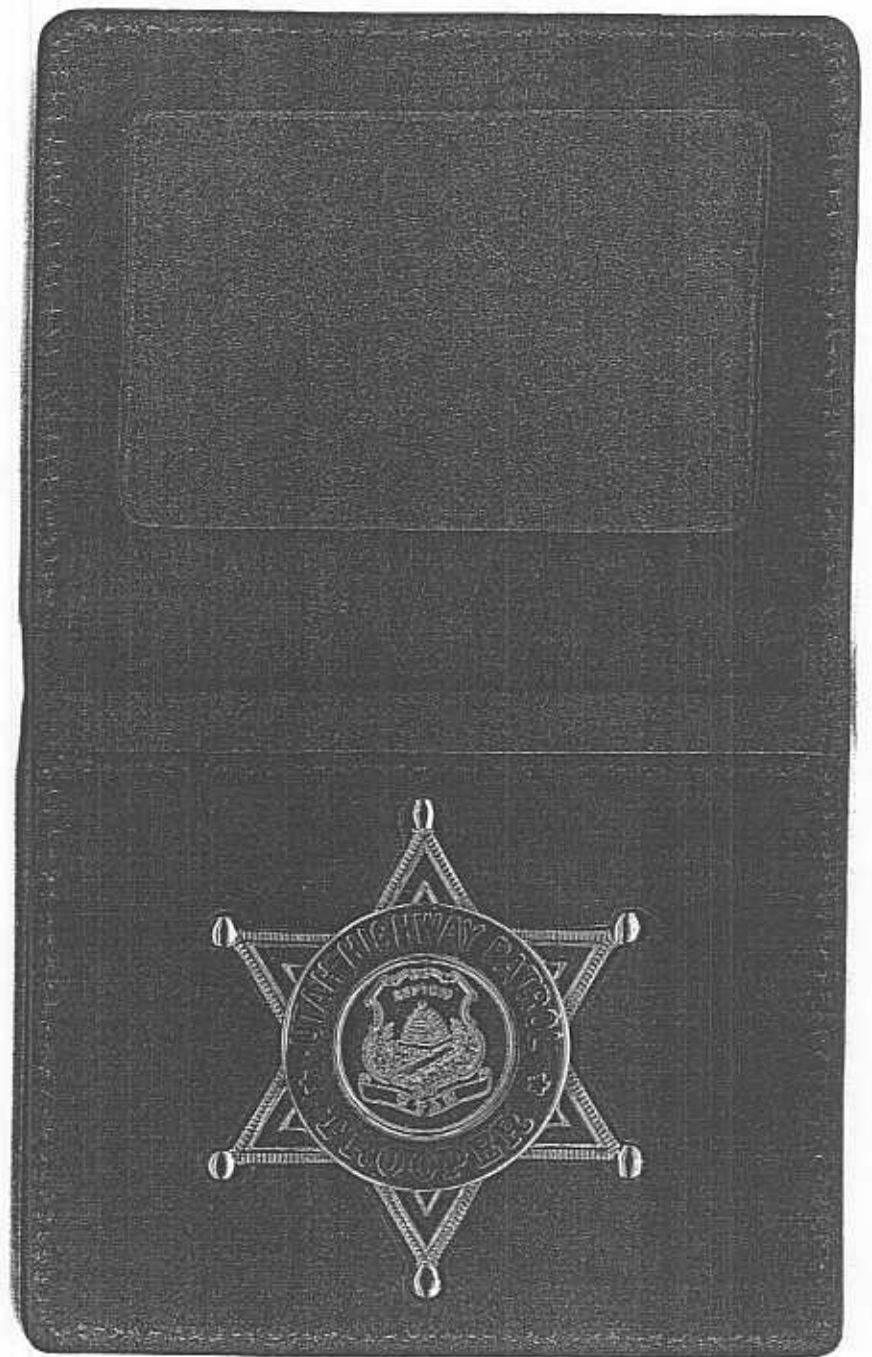
Finish: Must be high quality finish, high polish, and bright gold mirror finish on front, sides, and back and free of all pits, scratches or any other manufacture flaws. Jewelry quality. Banners, attachments, and center seal must be applied with silver solder.

Dimension: Diameter of badge is 66mm, flat. To be enclosed into a badge ID leather holder.

Badge ID Leather Holder: 4.25" X 7" Side ID Book Wallet.

Material: Gold colored brass. No plating. High gloss and shine with clear lacquer. Jewelry quality.

Design: Six-point star. Traditional "Star of David" – all lines must be symmetrical. A sample of your work, as well as artwork for our badge, will be REQUIRED with your bid submission.
A PRE-PRODUCTION SAMPLE IS REQUIRED ONCE BID IS AWARDED.



ATTACHMENT A: STANDARD TERMS AND CONDITIONS

1. **AUTHORITY:** Provisions of this contract are pursuant to the authority set forth in 63-56, Utah Code Annotated, 1953, as amended, Utah State Procurement Rules (Utah Administrative Code Section R33), and related statutes which permit the STATE to purchase certain specified services, and other approved purchases for the STATE.
2. **CONTRACT JURISDICTION, CHOICE OF LAW, AND VENUE:** The provisions of this contract shall be governed by the laws of the State of Utah. The parties will submit to the jurisdiction of the courts of the State of Utah for any dispute arising out of this Contract or the breach thereof. Venue shall be in Salt Lake City, in the Third Judicial District Court for Salt Lake County.
3. **LAWS AND REGULATIONS:** Any and all supplies, services and equipment furnished will comply fully with all applicable Federal and State laws and regulations.
4. **RECORDS ADMINISTRATION:** The CONTRACTOR shall maintain, or supervise the maintenance of all records necessary to properly account for the payments made to the CONTRACTOR for costs authorized by this contract. These records shall be retained by the CONTRACTOR for at least four years after the contract terminates, or until all audits initiated within the four years, have been completed, whichever is later. The CONTRACTOR agrees to allow STATE and Federal auditors, and STATE Agency Staff, access to all the records to this contract, for audit and inspection, and monitoring of services. Such access will be during normal business hours, or by appointment.
5. **CONFLICT OF INTEREST:** CONTRACTOR represents that none of its officers or employees are officers or employees of the State of Utah, unless disclosure has been made in accordance with 67-16-8, Utah Code Annotated, 1953, as amended.
6. **CONTRACTOR, AN INDEPENDENT CONTRACTOR:** The CONTRACTOR shall be an independent contractor, and as such, shall have no authorization, express or implied, to bind the STATE to any agreements, settlements, liability, or understanding whatsoever, and agrees not to perform any acts as agent for the STATE, except as herein expressly set forth. Compensation stated herein shall be the total amount payable to the CONTRACTOR by the STATE. The CONTRACTOR shall be responsible for the payment of all income tax and social security amounts due as a result of payments received from the STATE for these contract services. Persons employed by the STATE and acting under the direction of the STATE shall not be deemed to be employees or agents of the CONTRACTOR.
7. **INDEMNITY CLAUSE:** The CONTRACTOR agrees to indemnify, save harmless, and release the STATE OF UTAH, and all its officers, agents, volunteers, and employees from and against any and all loss, damages, injury, liability, suits, and proceedings arising out of the performance of this contract which are caused in whole or in part by the negligence of the CONTRACTOR'S officers, agents, volunteers, or employees, but not for claims arising from the State's sole negligence.
8. **EQUAL OPPORTUNITY CLAUSE:** The CONTRACTOR agrees to abide by the provisions of Title VI and VII of the Civil Rights Act of 1964 (42USC 2000e) which prohibits discrimination against any employee or applicant for employment or any applicant or recipient of services, on the basis of race, religion, color, or national origin; and further agrees to abide by Executive Order No. 11246, as amended, which prohibits discrimination on the basis of sex; 45 CFR 90 which prohibits discrimination on the basis of age; and Section 504 of the Rehabilitation Act of 1973, or the Americans with Disabilities Act of 1990 which prohibits discrimination on the basis of disabilities. Also, the CONTRACTOR agrees to abide by Utah's Executive Order, dated March 17, 1993, which prohibits sexual harassment in the work place.
9. **SEPARABILITY CLAUSE:** A declaration by any court, or any other binding legal source, that any provision of this contract is illegal and void shall not affect the legality and enforceability of any other provision of this contract, unless the provisions are mutually dependent.
10. **RENEGOTIATION OR MODIFICATIONS:** This contract may be amended, modified, or supplemented only by written amendment to the contract, executed by the parties hereto, and attached to the original signed copy of the contract.
11. **DEBARMENT:** The CONTRACTOR certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction (contract), by any governmental department or agency. If the CONTRACTOR cannot certify this statement, attach a written explanation for review by the STATE.
12. **TERMINATION:** Unless otherwise stated in the Special Terms and Conditions, this contract may be terminated, with cause by either party, in advance of the specified termination date, upon written notice being given by the other party. The party in violation will be given ten (10) working days after notification to correct and cease the violations, after which the contract may be terminated for cause. This contract may be terminated without cause, in advance of the specified expiration date, by either party, upon 90 days prior written notice being given the other party. On termination of this contract, all accounts and payments will be processed according to the financial arrangements set forth herein for approved services rendered to date of termination.
13. **SALES TAX EXEMPTION:** The State of Utah's sales and use tax exemption number is E33399. The tangible personal property or services being purchased are being paid from State funds and used in the exercise of that entity's essential functions. If the items being purchased are construction materials, they will be converted into real property by employees of this government entity, unless otherwise stated in the contract.
14. **WARRANTY:** The contractor agrees to warrant and assume responsibility for all products (including hardware, firmware, and/or software products) that it licenses, contracts, or sells to the State of Utah under this contract for a period of one year, unless otherwise specified and mutually agreed upon elsewhere in this contract. The contractor (seller) acknowledges that all warranties granted to the buyer by the Uniform Commercial Code of the State of Utah apply to this contract. Product liability disclaimers and/or warranty disclaimers from the seller are not applicable to this contract unless otherwise specified and mutually agreed upon elsewhere in this contract. In general, the contractor warrants that: (1) the product will do what the salesperson said it would do, (2) the product will live up to all specific claims that the manufacturer makes in their advertisements, (3) the product will be suitable for the ordinary purposes for which such product is used, (4) the product will be suitable for any special purposes that the State has relied on the contractor's skill or judgement to consider when it advised the State about the product, (5) the product has been properly designed and manufactured, and (6) the product is free of significant defects or unusual problems about which the State has not been warned. Remedies available to the State include the following: The contractor will repair or replace (at no charge to the State) the product whose nonconformance is discovered and made known to the contractor in writing. If the repaired and/or replaced product proves to be inadequate, or fails of its essential purpose, the contractor will refund the full amount of any payments that have been made. Nothing in this warranty will be construed to limit any rights or remedies the State of Utah may otherwise have under this contract.
15. **PUBLIC INFORMATION:** Contractor agrees that the contract will be a public document, as to distribution of copies, and Contractor gives the STATE express permission to make copies of the contract and/or of the response to the solicitation in accordance with the State of Utah Government Records Access and Management Act. The permission to make copies as noted will take precedence over any statements of confidentiality, proprietary information, copyright information, or similar notation.

(Revision date: Apr 24, 2002)